

1971
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FEDERAL WOMAN'S AWARD

SEP 2 1971

Care of
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D. C. 20415

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your agency for the twelfth annual Federal Woman's Award, to be presented on March 14, 1972.

The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of agencies has contributed importantly to its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices, as well as your Washington headquarters. The Board would like to emphasize that more consideration should be given to nominating younger women, particularly those who, while they have not had a lengthy career, have made some very significant contributions.

The closing date for receipt of nominations is November 17, 1971. A sample nomination form and criteria for nominations are enclosed. Your agency may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20415, or by calling Code 101, extension 25568 (632-5568).

Your agency's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your agency whom you believe are qualified for this honor.

Cordially,

Patricia Reilly Hitt
(Mrs.) Patricia Reilly Hitt